

Town of Danville  
Unapproved Selectboard Minutes  
October 7, 2021  
Danville Town Hall (6:00 pm)

**Board Members Present Using Microsoft Teams:** Eric Bach and Kristin Franson

**Board Members Present:** Ken Linsley

**Board Members Absent:** Kellie Merrell and Peter Griffin

**Others Present Using Microsoft Teams:** Chelsea Hewitt, Evangelyn Morse, Natalie Wesson

**Others Present:** Audrey DeProspero, Keith Gadapee, Alison Low, Michael Hogue, Sam Bromberg, Wes Everts, Jenni Lavoie, Gabrielle Potts and Lori Fleurie

**Meeting was called to order** by Chair Ken Linsley at 6:00 pm.

1. **Additions to the agenda:**

- Train Station electrical
- Methodist Church pie sale

2. **Motion by Eric Bach, 2<sup>nd</sup> by Kristin Franson to approve *minutes of the Regular meeting of September 16, 2021* with changes to page one, under Visitor section, first bullet, last sentence, (add the word 'charge') and under same section, second bullet, second paragraph (delete 'either end of village', and replace with 'east end of North Danville Village'). Vote 3-0-0. All in favor.**

3. **Visitor:**

- Troy Cochran – Regional Fire Services Feasibility Study

Troy Cochran gave his opinion of the study from a perspective of being on the Fire Department for 32 years and as the current Fire Chief. The study has good facts, figures and graphs. There is a lot of good information that was found for what needs to happen. The current issue is staffing, however the study could not find a cure for the staffing issue. The study does recommend that the seven towns form a consortium and pool resources, training and apparatus purchase as a group. Trainings are currently combined but it is not feasible to get all seven departments to train together due to schedule conflicts. The study found there to be a day time help issue but no solution was found. The study discussed employing a Fire Coordinator to assist with the coordination of the project in Phase I. The Fire Coordinator would oversee all phases of the project. The survey discussed having paid positions to cover the area but concern is for each town's cost. The survey has several phases for the project and good information however there is a contributing fee factor from towns and funding requirements of towns. Concern is for the cost towns will incur. Troy Cochran thought this could be done on a smaller scale but does not think a large regional scale is for Danville and did not favor all the stages of the study.

Ken Linsley requested the Capitol Plan of the Fire Department to be presented with the Fire Department's Budget in November.

- Gabrielle Potts, Lori Flurry, Chelsea Hewitt – Trick or Treat Trail

Gabrielle Potts discussed having the same Trick or Treat Trail as last year. The open air, one directional walk through town encourages social distancing and still allows children to trick or treat in town. The walk is about two miles and has approximately 70 stops. Last year there were 300 trick or treat participants. The trail area will be Grandview, Highland, Mountain View, Hill and Brainerd. No parking signs will be put around the Green. The Fire Department will have a truck stationed near Route 2 for safe crossing for children. This year's trail will be on October 31<sup>st</sup> from 4pm until 7pm.

*Consensus is favored for the Trick or Treat Trail to take place again.*

- Wes Everts, Tree Warden – Trees – discussed the removal of three ash trees from the Green and the two maple trees which are half dead and needing to be removed and replaced.

Ken Linsley spoke of the trees on Hill Street Park that needed replacement.

Wes Everts' concern was for replacement of the trees and stump removal. For tree replacement he favored Red Oak.

Also discussed was American/Chinese Chestnut and/or Hickory as a Hickory tree was found in the Town Forest.

Ken Linsley noted there was \$27,000 in the small tree fund to pay for the trees.

Wes Everts suggested to put out bids for removal of the stumps.

Ken Linsley favored the Sugar Maple for replacement trees but looked to the Conservation Commission for their suggestions.

Wes Everts inquired if the Selectboard wanted the stumps removed.

*Consensus was to have the stumps removed.*

Evangelyn Morse suggested to test the Chestnut in Hill Street Park and the Hickory.

Eric Bach liked the idea of having a mixture of trees.

*Consensus is for Wes Everts to rough out an estimate and put a report together for RFQ.*

- Evangelyn Morse, Conservation Commission Chair – Mowing – discussed the area of mowing in the Town Forest: Mowing along the right east side of the field to the border of the blackberry brambles and in line with the tree towards the pines to the entrances of the incoming trails, then along the tree line towards the lean-to and heading west along the shoulder of the flagpole hill, and to and around the picnic table area, and following the bramble edge on the west side of the field to the Town Farm sign. Requested is for this area to be added to the 2022 Town Mowing Bid. The Conservation Commission has agreed to brush hog the area prior to the next mowing season and to brush hog the brambles and blackberries. The area is being requested to be mowed bi-weekly from the end of May until the beginning of September for a total of eight mows.

*Consensus is to add the above described area to the 2022 Mowing Bid.*

- Michael Hogue – VHCB Grant Award & GMP Donation, Plot Survey, VHCB Easement, PTV/Freeman Grant, Docs discovered and Grant Writer/Admin/Coordinator

VHCB (Vermont Housing and Conservation Board) grant submission has awarded \$75,000 for the building and \$7,500 for the historic preservation easement and the baseline documentation report for the Train Station. This grant will hopefully cover the survey of the rail station. GMP (Green Mountain Power) donated \$1,000 to the Train Station and \$70 (\$20 and \$50) cash donation was received from two anonymous donators.

*Motion by Eric Bach, 2<sup>nd</sup> by Kristin Franson to accept the above noted donations and grant amounts for the Train Station. Vote 3-0-0. Motion carries.*

Michael Hogue reviewed the conditions of the VHCB grant.

Ken Linsley discussed easement given to the station and review needed of both. Suggested was a review to be done by the Town Attorney.

Michael Hogue agreed to contact Tobey Balivet.

Michael Hogue discussed obligation requirements and monitoring and writing what is happening.

Ken Linsley noted Town Clerk Wendy Somers needs to be involved for Town audit requirements.

Michael Hogue discussed Train Station Committee applying for PTV (Preservation Trust of Vermont) Freeman Foundation Grant of \$45,000.

Michael Hogue discussed historic documents discovered at the Train Station and seeking permission to give the documents to the Historical Society for archiving.

*Motion by Eric Bach, 2<sup>nd</sup> by Kristin Franson to approve documents to be given to the Historical Society and if documents are to be given up they are to revert back to the Town. Vote 3-0-0. Motion carries.*

Michel Hogue wanted to review the Grant Writer position.

Ken Linsley suggested the Grant Writer discussion be held until there was a full board.

*Consensus is for the Grant Writer discussion to be held until next meeting of a full Selectboard.*

- **Alison Low – Municipal Planning Grant**

Alison Low discussed applying for Municipal Planning Grant which is due November 1<sup>st</sup>. This type of grant has been used for non-construction technical assistance projects. If awarded the grant, the money would be used for architect assistance to the Train Station to provide guidance to repair east end gable near door. The grant would cover expenses if awarded. The maximum amount is \$22,000 with a 10% match.

Ken Linsley noted the match would need to be considered in next year's budget.

Kristin Franson suggested to go ahead with applying for the grant.

*Motion by Kristin Franson, 2<sup>nd</sup> by Eric Bach to approve filing for Municipal Planning Grant of up to \$22,000 with a 10% match. Vote 3-0-0. Motion carries.*

- **Sam Bromberg – Cannabis Control Board letter**

Suggested was for Sam Bromberg to rewrite his draft letter because cannabis establishments are not regulated as farming under the required agriculture practices in state law.

Sam Bromberg agreed.

**4. Town Clerk (Wendy Somers absent)**

- Ken Linsley noted Wendy Somers sent out MVP and BCBS insurance information and suggested Kristin Franson review for discussion at next Selectboard meeting.

**5. Highway Foreman (Keith Gadapee)**

- Center line – state is struggling to keep up as product is low. Keith Gadapee has asked the state to do the center line on Peacham Road before any others in town.
- Recycle update – foundation in and backfill completed. Pleased with Concrete Contractor. Posting for wetland application forthcoming. All is moving forward. Builder for Recycling Center has noted he could possibly start in December or sooner. Boundaries for property line discovered to go through soccer field. The land was transferred back when they built soccer field. Storage area beyond soccer field is being used by Highway Garage. Selectboard being questioned if they want the area surveyed.

Ken Linsley did not feel a survey was required.

- Equipment replacement – Selectboard being questioned if Highway Foreman should reserve slots for a truck build. Equipment replacement schedule was last updated in 2019. The excavator is up in 2022 to trade. Keith Gadapee feels they should keep the excavator for two more years due to hours on machine. Truck #3 is scheduled for 2023 and Keith Gadapee suggested to move Truck #3 up to 2022 due to delay in time in receiving equipment. Town could go out to bid, pick vendor and reserve spot for 2022. Truck would be traded in one year earlier than scheduled and excavator would move to 2023. Current equipment discussed.

Eric Bach was okay with changing positions of vehicle rotation.

Kristin Franson agreed with suggestion.

Ken Linsley inquired if Keith Gadapee ever thought of leasing vehicles.

Keith Gadapee noted the Town of Peacham leases their highway trucks. All equity is gone from vehicles by doing so, however a dealer could be asked to come in to discuss option.

Ken Linsley noted if vehicles were leased the Town would not be responsible for major repairs.

Keith Gadapee suggested the Selectboard look at non warranty repairs in the budget.

- TH78 update – person who dug across road and moved culvert to fill a pond has had the state sign off on their investigation. The person has put the culvert back and filled in the pond. The culvert installed which was a replacement to the one he removed without permission does not meet specs of the Town as the person did not consult Keith Gadapee prior to installation. Codes and Standards say an 18" culvert is required however the person removed a 12" culvert which was in poor shape and put back a 12" culvert. Inquiry is to see if Selectboard wants person to put back a culvert that meets standards and if so, the grade on the road will need to be added to as to build up the road to fit an 18" culvert

Discussed was disturbance of Town property, \$500 deposit returned only if a replaced culvert met specs, time invested by Highway Foreman, no favorable reimbursement of funds, relieving liability of Town, and responsibility of individual not Town.

*Consensus is for Keith Gadapee to reach out to the individual via a letter giving the person two options: Town to keep the \$500 deposit for the cost of the Town to fix the area and replace with an 18" culvert that meets specs or individual is to fix the area and replace with an 18" culvert that meets specs and \$500 deposit will be returned.*

## 6. Issues and Information (All)

- ARPA Funds Distribution Update** – Ken Linsley – the Town will receive two different payments. A total of \$639,103.88 will be received. Currently the Town has received \$319,551. The Town has until 2026 to expend the funds, however details on what the Town can do with the monies is forthcoming.
- Sewer Update** – Ken Linsley – an ARC cell is being discussed but the cost is somewhere near \$100,000. Issues with what is permitted is still in the discussion stages.
- New Road Name for a shared drive (Morses Mill Rd)** – Audrey DeProspero – per 911 addressing standards, when there are three or more addresses on a shared driveway, a new name must be given to the driveway and addressing must be based on the new private drive. The landowners were contacted along with previous owner by Assistant Town Clerk and suggestions were made: High Drive Road, Norman Dee Road, Clark Farm Road, Clark Lane, Butterfly Lane, MacKenzie Lane, Farm Hill, MacKenzie Hill Farm, Butterfly Hills, Fields, Heights or Woods, or Viegelmann Drive.

*Consensus is for Butterfly Hill.*

- (d) **CALEX Ambulance Services Agreement** – Selectboard to review document. A few questions were posed based on the increase: how are the numbers calculated, is the increase based on budget or capitation.
- (e) **Millstone** – Ken Linsley – couple of locations in mind, possibly Hill Street Park or the Green. Town Hall is not a good idea due to plowing. There is one millstone in North Danville which is placed flat on the ground which could be done on the East Green near the stone wall. Placing it closer to Brainerd Street end of the wall along Park Street on a bed of crushed stone with a plaque noting donor information would be convenient for Autumn on the Green, the Fair and mowing.

Ken Linsley and Eric Bach to meet and view the area described.

- (f) **IT Assessment** – Audrey DeProspero – Danville was one of the ten municipalities selected to participate in the Technology Assessment. VLCT (Vermont League of Cities and Towns) has partnered with the Leahy Center at Champlain College to collect and analyze data that will inform the development of an Information Technology Request for Quote template for all VLCT members.

Ken Linsley suggested to send document from PACIF audit to persons to assist with analyzation of data.

- (g) **Clock** – Audrey DeProspero – Phil Davanza has indicated he may be able to look at the Town Clock at the end of October.
- (h) **Train Station Electrical** – Ken Linsley – several breakers at the Train Station need to be replaced.

*Motion by Eric Bach, 2<sup>nd</sup> by Kristin Franson to approve the expenditure of up to \$400 to fix the electric issues to correct and update the GFIs in the Train Station.*

- (i) **Methodist Church** – Audrey DeProspero – Buddy Munding has requested the use of the Danville Green for the Methodist Church's annual apple pie sale for 2-3 hours on Sunday, October 10th starting at 10am and to put up a sandwich board on Friday.

*Consensus is for approval for Methodist Church to use the Green for their Annual Pie Sale and put up a sandwich board sign.*

7. **Financials:** Orders to review and sign

*Motion by Eric Bach, 2<sup>nd</sup> by Kristin Franson to authorize Chair Ken Linsley to review and sign the Financial Orders on behalf of the Selectboard. Vote 3-0-0. All in favor.*

8. **Adjourn** – *Motion by Eric Bach, 2<sup>nd</sup> by Kristin Franson to adjourn at 8:19 p.m. All in favor.*

Minutes taken by Audrey DeProspero submitted October 8, 2021 at 1:45 pm.